

DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
DIVISION OF YOUTH DEVELOPMENT
YOUTH ACADEMIES

Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

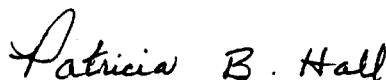
YOUTH ACADEMY ADMISSIONS

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

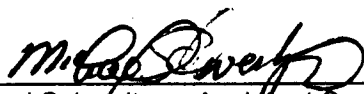
YOUTH ACADEMY ADMISSIONS

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

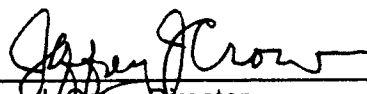
APPROVAL RECOMMENDED



Patricia Hall, Chief Records Officer
Department of Juvenile Justice and Delinquency Prevention



Michael Schweitzer, Assistant Secretary
Division of Youth Development

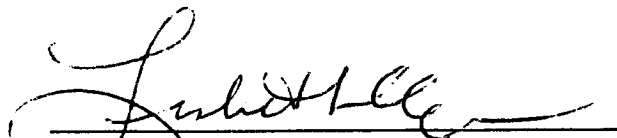


Jeffrey J. Chow, Director
Division of Archives and History

APPROVED



George L. Sweat, Secretary
Department of Juvenile Justice and
Delinquency Prevention



Lisbeth C. Evans, Secretary
Department of Cultural Resources

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Item 2229. FINAL DISCHARGE JUVENILE FILE. Records concerning juveniles in Youth Development school system. File includes commitment data forms, court orders, transfer summaries, conditional release forms and final discharge forms. (Comply with applicable provisions of G.S. 7B-3100 regarding confidentiality information of juveniles.)

DISPOSITION INSTRUCTIONS: Transfer records to the State Records Center when juvenile turns 18 years old except for violent offenders whose commitments have been extended to 19 or 21 years old. Records for both categories of offenders will be held in the State Records Center 10 additional years and then destroyed.

Item 8496. DAILY YOUTH ACADEMY POPULATION FILE. Reports showing daily population counts and individual movement of juveniles in and out of school. File also includes reports on juvenile admissions, transfers, run, returns, and discharges.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 35407. YOUTH ACADEMY REPORTS FILE. Monthly, fiscal, and calendar year statistics concerning youth academy admissions. Information includes race, sex, age, offense, county, average length of stay, and average daily population.

DISPOSITION INSTRUCTIONS: Retain in office permanently.